

Criteria for Approved International Rotations Review Committee for Plastic Surgery

Criteria for an International Rotation

1. Programs requesting approval of international rotations must have a status of Continued Accreditation or Continued Accreditation without Outcomes.
2. Residents/fellows must have a minimum of five working days at the site. This does not include travel time to and from the site.
3. Length of rotation:
 - a. Integrated programs - maximum of three months, which may be continuous, over length of training;
 - b. Independent programs – maximum six weeks, which may be continuous, over length of training;
 - c. Craniofacial and hand surgery fellowships - one month total, which may be continuous, over the duration of the one-year fellowship.
4. Programs planning an international rotation to a new site without an established relationship or educational program, and where no faculty members from the home program will be supervising the resident(s), must demonstrate that there has been a site visit by a faculty member from the home program.
 - a. Faculty members conducting such a site visit must be American Board of Medical Specialties (ABMS) board-certified physicians. If they are not ABMS board-certified physicians, their qualifications must be approved in advance by the Review Committee.
 - b. Faculty members conducting such a site visit must be able attest to the educational merit of the site and supervising physicians. Physicians who provide such attestation but who are not faculty members at the Sponsoring Institution should be well known to the program director and approved in advance by the Review Committee.
 - c. The resident(s)/fellow(s) rotating at the site for the first two rotations there should be supervised by one of these attesting physicians. Thereafter, international site faculty members who have been approved by the program may supervise residents/fellows while on rotations there.
5. US territories are not considered international sites and do not need approval; these are considered elective rotations.

Application Criteria:

1. An application must be submitted at least 90 days prior to the start date of the rotation and must include the following:
 - a. Name and location of site
 - b. Name of resident, PGY level, and dates of rotation
 - c. Verification that the rotation is an elective
 - d. Fully-executed program letter of agreement (PLA)
 - e. Statement of qualifications of supervising faculty member(s) at the site (ABMS board-certified or qualifications deemed acceptable in advance by the Review Committee)

- f. Verification of resident/fellow salary, health insurance, travel expenses, malpractice insurance, and licensure
 - g. Statement regarding safety measures for the rotating resident(s)/fellow(s)
 - h. Educational rationale for rotation
 - i. Competency-based goals and objectives for the rotation
 - j. Description of available educational resources available
 - k. Evaluation tool/process for resident(s)/fellow(s), faculty member(s), and rotation
 - l. Description of peri-operative care responsibilities for resident(s)/fellow(s)
 - m. Verification that approval by the American Board of Plastic Surgery (ABPS) has been requested/received
 - n. Signatures of the program director and designated institutional official (DIO)
2. Once the international site has been approved, all subsequent rotation requests must include:
- a. a notification letter received by Review Committee Executive Director Dr. Donna Lamb (dlamb@acgme.org) at least 90 days prior to the start of the rotation
 - b. Name and PGY level of the resident(s)/fellow(s)
 - c. Dates of the rotation
 - d. Statement that the planned international rotation follows the guidelines of those submitted for the site approval; changes in the structure or faculty members of the rotation must be approved in advance of the rotation
 - e. Documentation of approval by the ABPS
 - f. Signatures of the program director and DIO

Rotations approved by both the Review Committee and the ABPS will count towards the ABPS requirement for an average of 48 clinical weeks per year.

Cases performed at an approved site may be counted in residents'/fellows' Case Logs.

Approval for an international rotation may be revoked should the Review Committee determine there has been a significant change that adversely affects the educational merit of the rotation. Examples include: a change in a program's accreditation status; loss of participation of approved faculty members; or loss of approval by the ABPS. Once approval is revoked, notification will be sent to the ABPS, training credit will not count toward the required clinical weeks, and residents/fellows may not enter cases at the site in the ACGME Case Log System.

Send applications and questions to Dr. Lamb: dlamb@acgme.org or 312.755.5499.